

# HAZRAT UMAR

## OBJECTIVE

To achieve excellent results in life through extra ordinary hard work, honest, dedication to duty and enhance goals of my organization though my abilities.

## WORK EXPERIENCE

### INVENTORY CONTROLLER / STOREKEEPER AL KHLEEJ MARKETS (JUNE-2022 – AUGUST 2024)

- Data entry of Goods Purchas Monitors and maintains current inventory Level.
- Creates monthly inventory reports accurately.
- Tracking inbound and outbound orders to prevent overstocking and out of stock.
- Monitoring inventory levels and replenishing stock as needed.
- Creating goods received notes.
- Creating goods return vouchers.
- Forecasting supply and demand requirements to ensure stock availability.

### LOGISTICS SPECIALIST OT TRAINING SOLUTIONS (2018 – 2021)

- Work as site team lead and coordinator for ALS (Afghan Logistic Specialist)
- Assisted in the development of automatic or manual system to schedule and track maintenance and services.
- Provide instructions to advisors and Afghan personal in the areas of Logistics networks.
- Administration and logistics automation to include CoreIMSEE.

## EDUCATIONAL DETAILS

- Bachelor of Science (BSC) Bacha Khan University, Science Faculty Pakistan.
- Diploma of Information Technology-Charsadda institute of Technology Pakistan.

## ADDITIONAL SKILLS

- Office Packages MS(word, Excel, Power point, Access, Outlook
- Operating System 7, 8, 10
- Peachtree
- Optical Fiber

## DECLARATION

- I hereby declare that all information furnished above is true and correct to the best of my knowledge and belief.

HAZRAT UMAR



## CONTACT

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Abu Dhabi  
AL Wahda near Grand Emirates  
Market

## PERSONAL DETAILS

Date of Birth : 13/03/1995  
Nationality: Pakistan  
Sex: Male  
Language: English, Urdu  
, Farsi , Pashto.

Visa status: Cancelled

Immediately Joining

## PASSPORT DETAILS

Passport Number: DL2227061  
Date of issue : 08/03/2022  
Date of expiry : 07/03/2027

## LICENSE

Valid UAE Driving License  
Type: Light Vehicle  
License No: 280912